



WEST LAFAYETTE

Parks and
Recreation

609 West Navajo Street
West Lafayette, IN 47906-1912
Telephone (765) 775-5110
Fax (765) 775-5249
wlparks@westlafayette.in.gov
<http://westlafayette.in.gov/parks>

Morton Community Center
222 North Chauncey Avenue
West Lafayette, IN 47906-3006
Telephone (765) 775-5120
Fax (765) 775-5123
morton@westlafayette.in.gov

September 2, 2011

Re: Northwest Greenway Trail

This is to inform you that the City of West Lafayette is requesting quotes for the Northwest Greenway Trail (NWGT) Project connecting Kalberer Rd. and Moorehouse Rd. around the Tippecanoe Memorial Gardens Cemetery. **Sealed** quotes must be submitted by 4 PM on Friday, September 16, 2011 to:

Judith Rhodes, Clerk-Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

Do not hand deliver or mail quotes to the Parks and Recreation or any other office. They must go directly to the Clerk-Treasurer Office.

Mark the outside of the envelope: Quote NWGT. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Monday, September 19, 2011. A City purchase order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures.

Specifications for the material list are attached. Planting City standards and general conditions are available at www.westlafayette.in.gov/departments/engineering (see the last pages of the Typical Construction Guidelines & Details).

- We require that the trees are planted with the root flare at soil level which means the top of the root ball must be excavated. We will be inspecting for this after planting. If you are not willing to do so, or if this voids your warranty, please elect not to quote.
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- Trees shall be mulched with a 3" layer of shredded hardwood bark mulch in a 3' radius circle.
- Staking is not required, but may be done at the discretion of the contractor, particularly in windy areas or where excavation of the root flare may cause instability. If needed, stakes are available at no cost from the Parks & Recreation storage barn. Contractor will provide the necessary material to attach the tree to the stake.
- Substitutions for specified plants will only be permitted with prior approval from the Stewardship Manager.
- All quotes are to include costs of materials plus installation. Plants are to be maintained and warranted for one year from the completion of the entire project.

**Parks and Recreation—
The Benefits Are Endless**

Member of Indiana Park
and Recreation Association
Member of National Recreation
and Park Association



609 West Navajo Street
West Lafayette, IN 47906-1912
Telephone (765) 775-5110
Fax (765) 775-5249
wlparks@westlafayette.in.gov
<http://westlafayette.in.gov/parks>

Morton Community Center
222 North Chauncey Avenue
West Lafayette, IN 47906-3006
Telephone (765) 775-5120
Fax (765) 775-5123
morton@westlafayette.in.gov

On the enclosed quote form, please provide the unit price for each tree to add or deduct from the final price in the event of changes after quoting. The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements. The city is exempt from Indiana sales tax, therefore a General Sales Tax Exemption Certificate can be provided upon request.

Employee Eligibility Verification

As a condition of the awarding of the quote, the selected contractor must affirm under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The City may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

Please contact the City Clerk – Treasurer regarding Employee Eligibility Verification questions or me regarding your quote. Thank you!

Sincerely,

Dan Dunten
Stewardship Manager
West Lafayette Parks and Recreation
(765) 775-5172

CC: Judith Rhodes
Board of Works
Joe Payne
Eric Burns

**Parks and Recreation—
The Benefits Are Endless**

Member of Indiana Park
and Recreation Association
Member of National Recreation
and Park Association

QUOTE FORM AND UNIT PRICES
Northwest Greenway Trail (NWGT)
BASE BID

Company Name: _____

Address: _____

Phone: _____

Signature: _____

Printed Name: _____

Title: _____

Each contractor shall complete this form. The total Base Bid amount should include the cost necessary to complete all work described by these documents including installation, mulching and staking. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the Owner.

BASE BID WITH B&B TREES

| Qty | Size / Caliper | Common Name | Latin | Cost Each | Total |
|-----|------------------------|----------------------------------|---|-----------|-----------|
| 4 | 1.5" B&B | White Oak | <i>Quercus alba</i> | | |
| 5 | 6'-7' B&B or container | Cornelian Cherry Dogwood - clump | <i>Cornus mas</i> | | |
| 5 | 6'-7' B&B or container | Serviceberry - clump | <i>Amelanchier canadensis 'Autumn Brilliance'</i> | | |
| 5 | 6'-7' B&B or container | Eastern Redbud - clump | <i>Cercis canadensis</i> | | |
| 2 | 1.5" B&B | Northern Red Oak | <i>Quercus rubra</i> | | |
| 20 | 6'-7' B&B or container | Green Giant Arborvitae | <i>Thuja standishii x plicata 'Green Giant'</i> | | |
| 1 | 1.5" B&B | Bur Oak | <i>Quercus macrocarpa</i> | | |
| 19 | 6'-7' B&B | Norway Spruce | <i>Picea abies</i> | | |
| 1 | 1.5" B&B | Ginkgo | <i>Ginkgo biloba 'Autumn Gold'</i> | | |
| 1 | 1.5" B&B or container | Blackgum | <i>Nyssa sylvatica</i> | | |
| 1 | 1.5" B&B | Kentucky Coffeetree | <i>Gymnocladus dioica</i> | | |
| 1 | 1.5" B&B | Bald Cypress | <i>Taxodium distichum</i> | | |
| 1 | 1.5" B&B | Sweet Gum | <i>Liquidambar styraciflua</i> | | |
| 1 | 1.5" B&B | Ohio Buckeye | <i>Aesculus glabra</i> | | |
| 1 | 1.5" B&B | Dawn Redwood | <i>Metasequoia glyptostroboides</i> | | |
| 1 | 1.5" B&B | Accolade Elm | <i>Ulmus 'Morton'</i> | | |
| 69 | | Total Base Bid | | | \$ |

Insurance Requirements

Commercial General Liability (Occurrence Form)

| | |
|--|-------------|
| Each Occurrence | \$1,000,000 |
| Products/Completed Operation Aggregate | \$2,000,000 |
| General Aggregate (other than Prod/Comp Ops Liability) | \$2,000,000 |
| Personal & Advertising Injury Liability | \$1,000,000 |

- ◆ Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable
- ◆ Name the City of West Lafayette, Indiana as an Additional Insured.
- ◆ The insurance will be considered Primary before any other applicable coverage

Automobile Liability

\$1,000,000 each accident

- ◆ If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage.
- ◆ Include Hired and Non-Owned auto liability coverage

Workers Compensation and Employer's Liability

| | |
|---------------------------|-------------------------|
| Workers Compensation | State Statutory Limits |
| Employer's Liability | |
| Bodily Injury by Accident | \$100,000 each accident |
| Bodily Injury by Disease | \$500,000 policy limit |
| Bodily Injury by Disease | \$100,000 each employee |

Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana

Umbrella Liability

| | |
|-------------------------------|-------------|
| Each Occurrence and Aggregate | \$1,000,000 |
|-------------------------------|-------------|

Landscaping Contractor List

Bellinger's
4902 SR 25 W
Laf. 09

Greenvision, LLC
661 Main St.
Laf 01

Gardenart
5720 N CR 225 W.
WL 06

Arbor Care Tree & Landscaping
5109 Autumn Lane
Laf 09

Lawn & Shrub
3721 N 500 E
Laf. 05

Kelly Landscaping, Inc.
P.O. Box 23
Laf 02-0023

Exterior View
2750 N. 9th St.
Laf. 04

Zebra Landscape & Tree Care, Inc.
5411 St. Rd. 26 E.
Laf. 05

Jenkins Country Gardens
7495 N 600 E
Pine Village 47975

Christophergardens
2600 Bonny Ln.
Laf 04

Freedom Lawns
7695 W. Division Line Rd.
Delphi 46923

TruGreen
3308 Imperial Pkwy, Suite E
Laf 09

Schumann Landscaping
4021 Soldiers Home Rd.
WL 06

Brickman
184 Farabee Dr.
Laf 05

TerraCraft, Inc.
49 Lancelot Court
Laf 05

Bennett's Greenhouses
3651 McCarty Lane
Laf 05